



Administrative Policies and Procedures: 1.3

Subject:	Communication, Information Sharing and Work Site Meetings
Authority:	TCA 37-5-105; 37-5-106; 37-5-112
Standards:	ACA: 3-JTS-1A-20; ACA 3-JTS-1A-22; COA: AM 6, 7; DCS Practice Standards: 2-100A, 2-206, 8-306
Application:	To All Department of Children's Services Employees

Policy Statement:

DCS Administrators and Managers shall promote an environment that encourages open communications, information sharing and team building among all employees and shall establish a formal, centralized system for facilitating communication within DCS, and ensure that employees at all levels have timely access to information related to the mission, vision and values, guiding principles, professional practice standards, policies and goals of the department. Employees shall participate in staff meetings as frequently as required for effective performance of their respective duties.

Purpose:

Regular channels of communication are necessary for delegating authority, assigning responsibility, supervising work, and coordinating efforts.

Procedures:

A. Work site meetings for regions, field and DCS facilities	<ol style="list-style-type: none">1. Schedule Monthly work site meetings will be held at each region/field location and DCS facility. The YDC Superintendent, Regional Administrator, DCS Group Home Supervisor and Central Office Director or Executive Director must establish a time for monthly work site meetings for all managers and key employees.2. Agenda A written notice and agenda should be sent to the participants prior to a scheduled meeting. Employees desiring specific topics to be discussed must submit suggestions prior to the meetings to designated staff to plan the agenda.3. Attendance<ol style="list-style-type: none">a) DCS Managers and Supervisors must ensure and encourage staff attendance and participation in the decision-making process through input at work site meetings. Adequate time must be allowed for discussion of agenda items. A free exchange of ideas and opinions must be encouraged. Management must share departmental information at work site meetings to keep staff informed and aware of the DCS vision, mission, values and
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	<p>goals.</p> <p>b) The meeting recorder will ensure that an attendees list is prepared and signed by all attendees or names recorded if attendance is by conference call. The attendees list will be filed along with the meeting minutes.</p>
B. Central office meetings	The Commissioner/designee shall schedule meetings as often as necessary, but at least annually, with all departmental entities to review the department's vision, mission, values and goals, explore problem areas and to facilitate communication, information sharing and team building.
C. Technical assistance, policy review, interpretation and training	<ol style="list-style-type: none">1. Central office, regional and juvenile justice program management staff, as applicable, shall provide timely responses to requests for technical assistance, information and provide immediate answers to questions about policy interpretations and practice ambiguities.2. When new or revised policies and procedures are issued, a review, interpretation and/or training must occur during monthly work site meetings or at other specified times. The Regional Administrator, YDC Superintendent, DCS Group Home Supervisor or their designees must document the review, interpretation and/or training of policies on form CS-0479, Acknowledgement/ Verification of Policy Understanding.
D. Preparation and distribution of meeting minutes	<ol style="list-style-type: none">1. All meeting minutes must be kept up-to-date and distributed in a timely manner as applicable. For the purposes of cross-functionality and continuous quality improvement purposes, a request to review meeting minutes must be made available to all staff and others, as applicable that request to review. Meeting minutes must be prepared and maintained on file for review for three (3) years.2. Regional/field/facility meeting minutes must be forwarded to the appropriate Central Office Director and/or Executive Director. Regional Administrators may include field office meeting minutes with regional meeting minutes.

Forms:	<u>CS-0479, Acknowledgement/ Verification of Policy Understanding</u>
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Collateral documents:	<i>None</i>
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